

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Executive Assistant to the City Manager	Job Family: 2
General Classification: Professional	Job Grade: 21

Definition: To contribute to effective day-to-day functioning of the City Manager's Office by providing a wide variety of complex and responsible secretarial and administrative support services.

Distinguishing Characteristics: Receives direction from the City Manager. Exercises direct supervision over other assigned office support staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the City Manager's Office.
2. Schedule appointments for City Manager and arrange for various conferences/meetings and provide the City Manager with adequate and pertinent information for review prior to the meeting.
3. Establish, implement, review and revise the clerical procedures and related records and files in the City Manager's Office.
4. Supervise clerical and temporary clerical support staff of the City Manager's Office including organizing and assigning work, hiring, training and evaluating personnel.
5. Screen City Manager's mail, phone calls and visitors ascertaining urgency of the issue, whether the City Manager need personally respond and, if possible, personally responding or routing to the appropriate City staff member or department for a proper response and follow-up.
6. Review and summarize miscellaneous reports and documents; prepare background documents as necessary.
7. Attend Council Agenda planning meetings, manage rough agenda for coordination with department heads and coordinate final Council reports and agenda.

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8. Prepare correspondence for City Manager's signature from brief oral or written instruction.
9. Contact department heads and outside agencies to secure information or to relay requests of the City Manager or City Council, often of a critical and confidential nature, and follow up as necessary.
10. Prepare department head meeting agendas; transcribe, type or arrange for typing of minutes of department head meetings and other meetings as requested.
11. Make travel arrangements for City Manager's office staff and Councilmembers; maintain appointment schedules and calendars; arrange meetings and conferences.
12. Provide clerical support for the assigned task forces, commissions and boards as required.
13. Work directly with the Mayor and City Council on a continuing basis performing such tasks as planning and managing special events and provide miscellaneous clerical support as requested.
14. Remind City Manager of deadlines and status of projects in progress.
15. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic English and arithmetic; business letter writing; office management techniques; clerical procedures and standards of the City Manager's office; operation of personal computers, including word processing and spreadsheet software packages; basic organizational structure and functions of Mountain View's City government; principles of supervision, training and performance evaluation.

Ability to: Establish adequate record-keeping and other clerical procedures; locate and assemble a wide variety of data and information, often of a critical and confidential nature, from all City departments; take notes and write summaries of meetings; compose correspondence and standard reports; communicate tactfully and effectively with individuals throughout the City and with other officials and the general public; evaluate and assign priorities in organizing the City Manager's time; prioritize and coordinate tasks and events in a highly sensitive environment; employ good judgment and make sound decisions in accordance with established procedures and policies; interpret and explain pertinent laws and rules; under-

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stand, organize, index and reference a wide variety of administrative information and records; supervise, train and evaluate assigned staff.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of increasingly responsible clerical, office and public contact work, including some office management or supervisory experience in a role equivalent to the Executive Assistant for the City Manager of Mountain View. Training and experience equivalent to an associate of arts degree.

Established January 1994

Revised

CLASS SPECS

CS155-P^